

Municipal Building Conference Center

Rental Information



Where celebrations are always in season!



Event Date: _____



MUNICIPAL BUILDING CONFERENCE Center USE PERMIT APPLICATION

To reserve the Conference Center, a complete Use Permit Application must be submitted along with a deposit fee of \$150 in person to the Recreation Secretary located at 841 Edgefield Ave NW, Aiken, SC 29801; **or by mail to:**

Aiken Parks, Recreation, & Tourism Department
The Municipal Building Conference Center
P.O. Box 1177
Aiken, SC 29802-1177

Phone: (803) 643-2181

Payment is accepted in the form of cash, check or money order made payable to "City of Aiken", Visa or MasterCard (with valid ID). The application must be turned in not more than one year in advance; and **the balance of any fees will be due no later than thirty (30) days prior to the start of the event.** Incomplete applications may be returned. Any misrepresentation in, or deviation from, the application or any illegal activity at the Municipal Building Conference Center may result in immediate revocation of the permit and immediate event closure.

Please type or print the information clearly and, if necessary, attach additional sheets.

Name of event: _____

Date(s) of event: _____

Person in charge of event (Event Supervisor): In addition to the information below, provide written confirmation of authority to act as the Event Supervisor from the organization(s) proposing the event.

Name: _____

Mailing address: _____

Phone: *day* _____ *evening* _____ *mobile* _____

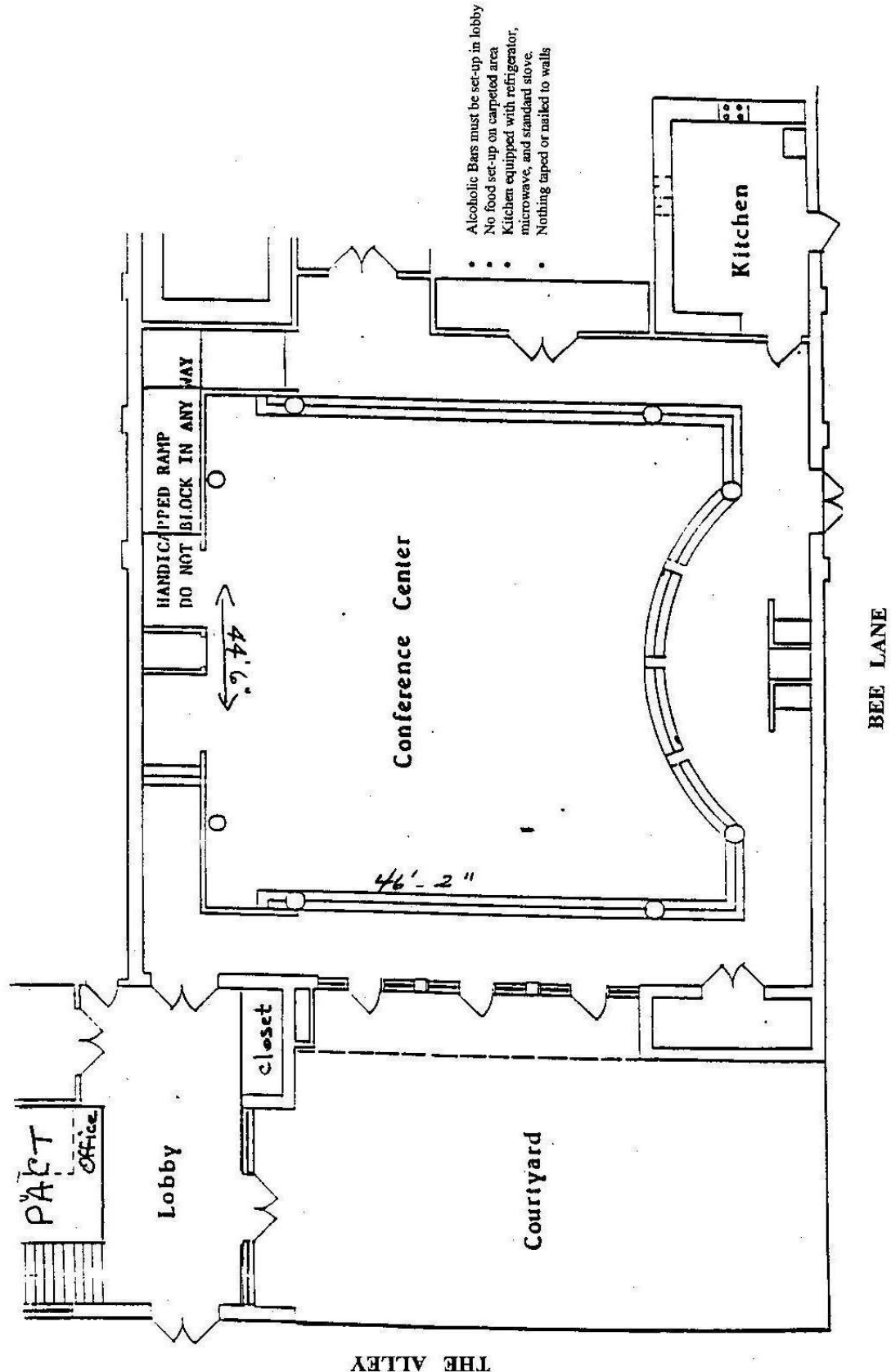
Fax: _____ E-mail address: _____

Organizer(s)/co-organizer(s) name, mailing address, telephone & fax numbers, and e-mail address:

Note: The decision as to whether a proposed use or activity is appropriate to be conducted within any part of City facilities shall rest with the sole discretion of the City.

THE CONFERENCE CENTER
215 The Alley, Aiken, S. C. 29801
642-7654

FLOOR AREA OF CONFERENCE CENTER APPROX. 50' x 50'



Site plan. On the above plan, sketch the proposed layout and planned areas of use for the event.

Briefly describe the **purpose and nature** of the proposed event. _____

Setup: *from* _____ *to* _____

Actual event: *from* _____ *to* _____

Cleanup: *from* _____ *to* _____

6 Hours Monday – Thurs. \$ 350 + \$150 Clean Up/Damage Deposit (refundable)

6 Hours Friday – Sunday \$ 500 + \$150 Clean Up/Damage Deposit (refundable)

Extra Hours (per hour)	\$ 30
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Podium w/ Microphone	\$ 15
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Projection Screen	\$ 15
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Warming Kitchen	\$ 25
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The City of Aiken provides the following equipment at no cost to the Lessee and will provide set up and take down.

_____ Chairs (max 159) _____ 60" Round Tables (max 18)
seats 8 per table _____ 72"X30" Rectangular Tables (max 30)
seats 6 per table

Note: No telephone or modular jacks are in the Conference Center. Eleven electrical outlets are throughout the room.

Amplified sound. Describe any planned use of music or amplified sound and list name of vendors. Outdoor music or amplified sound in the Courtyard, including megaphones, may be approved as part of an event until 10:00 p.m.

Note: Rentals must be compliant with the City of Aiken's Noise Ordinance in order to ensure that the sound will not unreasonably disturb persons not participating in the event. Complaints about or disturbing noise may result in immediate revocation of the permit. The Noise Ordinance must be complied with. The entire ordinance may be found at www.cityofaikensc.gov. Select Residents at the top and scroll to Permits/Codes. On the left window scroll down and click on Chapter 22 OFFENSES AND MISCELLANEOUS PROVISIONS. Then click on Article 22. Noise.

Food and beverages. Describe any food items or nonalcoholic beverages that will be served or sold at the event and list name of vendors. *Business License must be displayed for all vendors.*

Note: Beverages must be served in non-glass containers.

Alcohol. Do you plan to serve or sell alcohol? ____ If yes, describe all arrangements for serving alcoholic beverages, including location(s), hours, ID verifications, and parking for delivery or serving.

Note: See PUBLIC CONSUMPTION OF ALCOHOL APPLICATION for complete details.

Vendors. Would any items other than food and/or beverages be sold? ____ If yes, please describe what would be sold and list name of vendors. *Business License must be displayed for all vendors.*

Note: Under no circumstances are non-decomposable items such as spray silly string, to be sold, used, given, or demonstrated on premises.

SIGNATURES:

In signing this use permit application/contract, the Event Supervisor acknowledges receipt of the Municipal Building Conference Center Policies and Procedures. On behalf of all of the event organizers and co-organizers, the Event Supervisor has read and agrees to follow the Policy and Procedures and takes full responsibility that all rules and regulations will be followed. The Event Supervisor, Organizer(s), and Co-organizers also agree to adhere to all of the conditions of this contract.

The organizer(s) and co-organizer(s) of the event assume all risks in connection with, or incident to, the permitted event and shall be solely responsible for injury or damage, of whatever nature or kind, to property or person, directly or indirectly, arising out of, or in connection with the permitted event or the conduct of an organizer's or co-organizer's operation. The organizer(s) and co-organizer(s) expressly agree(s) to defend and hold the City of Aiken, its officers, agents, employees, and representatives, harmless from any penalties for violation of regulations, ordinances, or laws affecting its activity in the Municipal Building Conference Center as well as, from any and all claims, suits, losses, damages, including attorney fees and costs, or injuries directly or indirectly arising out of, or in connection with, the permitted activity or from the conduct of its operation, or resulting from the negligence, or intentional acts or omissions, of the organizer(s) and co-organizer(s) or its officers, agents, employees and guests.

Under some circumstances, the City of Aiken may require proof of comprehensive general liability with a per occurrence limit of \$1,000,000 naming the City of Aiken as additional insured; along with completion and approval of Public Consumption of Alcohol Application when applicable.

Event Supervisor's signature

Date

Parks, Recreation, & Tourism Department approval

Date

Public Safety Department approval

Date

City of Aiken PRT Department

PO Box 1177 Aiken, SC 29802 • (803) 643-2181 • www.CityofAikenSC.gov

The City of Aiken would like to welcome you and your group to the Municipal Building Conference Center available for rent in downtown Aiken. It is our goal to provide our customers with facilities that are beautiful, clean, friendly, and cost effective. Please note that this information packet may be updated or changed without notice to prospective renters.

The City of Aiken reserves the right to perform maintenance on facilities as deemed necessary. While the City of Aiken will make every effort to inform lessees of such maintenance there may be times of unforeseen maintenance that may need to be performed for safety reasons without notice. The City of Aiken reserves the right to reduce or limit the hours and/or days for which facilities may be rented.

IT IS THE RENTER'S/VENDOR'S RESPONSIBILITY TO READ AND ADHERE TO ALL RULES AND ALL REGULATIONS IN THIS DOCUMENT THAT PERTAIN TO THE RENTAL SPACE. FAILURE BY THE RENTER/VENDOR TO DO SO DOES NOT RELEASE THEM FROM FOLLOWING THE RULES AND REGULATIONS THAT ARE SET FORTH IN THIS DOCUMENT.

Requests for Use

- All Conference Center rental requests must be made through City of Aiken PRT Department, Recreation Division.
- The Lessie B. Price Aiken Senior & Youth Center is located at 841 Edgefield ave NW, Aiken, SC 29801 **803-643-2181**.
- PRT staff schedules the facility for events and may be able to offer assistance on minor event details, but we **are not** able to assist with event tasks during the rental.
- Availability inquiries may be made in person or over the phone. Inquiring **does not** guarantee availability. All rentals are scheduled in person on a first come, first served basis, based on availability.
- Activities that are sponsored by the City of Aiken will take priority in the scheduling of all events.
- We will not be able to accommodate all requests.

Deadline for Use

- We prefer that requests be made at least 90 days in advance.
- No reservation will be considered without at least 2-weeks' notice.
- No rental is considered confirmed until all contracts are completed, signed, and the appropriate fees and deposits are paid.

Rental Hours

- Use of the Conference Center shall be between the hours of 7:30 am and 12:00 Midnight.
- Rental hours **include** set up and clean up time.
- The rental shall not go over the stated time(s) and/or date(s) on the permit. If the lessee fails to end their rental by the allotted time, lessee will be billed at the rate of \$30/hour. The entire hourly rate will be charged even for partial overages, not prorated.
- City of Aiken facilities **are not available** for overnight stays.
- Rental of the Conference Center **does not** include use of The Alley Festival Center.

Appointments to View the Conference Center

- Appointments are not required to view the Conference Center, but are preferred.
- The Conference Center is available for viewing within the normal operating business hours as long as the facility has not been booked for an event.

Rental Deposits and Payments

- To reserve the Conference Center a \$150 deposit must be paid at the time of reservation.
- The balance of any fees will be due **no later** than thirty (30) days prior to your event.
- Unpaid fees may result in the termination of your contract without a refund of fees already paid.

- No reservation is final until the initial payment has been made and a facility permit has been signed by both the lessee and the City of Aiken PRT Staff.
- Payment is accepted in the form of cash, check, money order, VISA or MASTERCARD (with valid ID)

Cancellation Policy

- Failure to notify the PRT Department of a cancellation in writing, within thirty (30) days of your event, will result in the loss of the fees paid.
- There will be no refund for rentals in the event of inclement weather. However, the City of Aiken will make every attempt to provide the renter with an alternate date, if at all possible.

Rental Point of Contact

- The renter, or their designee, must act as the point of contact before, during and after the rental. The point of contact will be responsible for accompanying the City Staff at the end of the rental to walk through the facility rented to ensure a proper clean-up has been completed. Failure to do so by the renter may result in part or all of the Clean Up/Damage Fee being kept.

Rates

6 Hours Monday – Thurs.	\$ 350	+ Clean Up/Damage Deposit	\$ 150
6 Hours Friday – Sunday	\$ 500	+ Clean Up/Damage Deposit	\$ 150
Extra Hours (per hour)	\$ 30		
Podium w/ Microphone	\$ 15		
Projection Screen	\$ 15		
Warming Kitchen	\$ 25		

*The Clean Up/Damage Fee is assessed on all facility permits. The fee is refundable if, after an inspection by City Staff, the facility is left clean, there is no damage and the terms of agreement are followed.

Refund of Clean Up/Damage Fee and/or Grounds Damage Fee

- City staff will inspect the facility and equipment after each event.
- Failure to comply with any rule or regulation may result in forfeiture of the Clean Up/Damage fee.
- The Clean Up/Damage fee, or any part of the fee, will be refunded by the City of Aiken, if left in satisfactory condition after the facility has been inspected.
- Refunded fees will be mailed to the renter no later than thirty (30) business days after the date of the rental.
- It is the renter's responsibility to notify the Aiken PRT Department of any address changes.

Food & Beverages

- It is the responsibility of the renter to ensure that all food preparations are in compliance with all SC DHEC requirements and to provide The City of Aiken with proof of such upon request. Information on food-safety permits may be found at: <http://www.scdhec.gov/health/envhlth/food-safety/permit-needed.htm>
- Food and beverage tables will not be allowed on carpeted areas of the Conference Center. Food and beverage tables must be placed on the wood floor area of the Center or in the Lobby.

Alcohol

- See PUBLIC CONSUMPTION OF ALCOHOL APPLICATION
- Portable kegs with tubs, bars and coolers must be setup in the Lobby space.
- Under no circumstances may a bar be setup on the courtyard, nor may drinks be taken outside the building for

consumption.

Kitchen Rental Fees

- The use of the warming kitchen may be included with any facility rental at a rate of \$ 25 depending upon availability. The Clean Up/Damage Fee will be assessed.
- The rental or use of the kitchen is on a four-wall basis. The lessee shall supply all cooking, serving, and eating utensils.
- Absolutely no frying of foods of any kind is allowed.

Building Capacity

- The maximum legal standing and seating capacities must be strictly followed:

<u>Set-up</u>	<u>Capacity</u>
Unseated Events	315
Seating without tables	150
Combined round & rectangle tables	150
Round tables	124
- Please note that the room capacity limits take into account the space for tables and chairs.
- The City of Aiken **will not** set up any room at more than the Fire Code Limits as established. If the renter is found to have violated the Fire Code Limits then part or all of the Clean Up/Damage Fee may be kept.

Set-Up

- Set up requests will try to be accommodated, but all set ups must meet required safety regulations. The decision by City Staff as to whether or not a set up is appropriate for the facility is final.
- The renter is required to complete a setup. The diagram is due at the time of the reservation. Any changes must be received no later than 2 weeks prior to the scheduled event. The renter must provide the diagram to all vendors being used for their event. Failure to do so may result in the facility being set-up according to a generic set-up. Vendors MAY NOT make any changes to the set up without the approval of appropriate staff.
- Fire Exits may not be blocked off or restricted in any way by the set up. City Staff will make the determination if any Fire Exits have been blocked. Failure to comply may result in all or part of the Clean Up/Damage Fee being kept.
- No decorations may be added to the walls, windows, doors or support posts in the facility; this includes no taping of items, no chemicals, paints, toxic materials, glue, tacky substances, nails, tacks or other materials.
- Food and Beverage tables will not be allowed on carpeted areas of the Conference Center. Food and beverage tables must be placed on the wood floor area of the Center or in the Lobby.

Clean-Up

- All personal properties must be removed from the facility at the end of the event. The City is not responsible for personal properties left behind after rental has ended.
- Food and garbage from all facilities rented (including bathroom, hallways, patio, lobby and kitchen area if used) must be placed in trash bags and bags must be sealed. Sealed bags may be left in the trash can and do not have to be removed from the facility. Kitchen appliances must also be cleaned, if used.
- Floors must be cleaned (use brooms or dust mops located in room or provided by staff on duty.) The floors do not have to be wet mopped unless food, beverages, etc. are spilled or mud is present.
- The renter, as a result of their particular event, is responsible for picking up litter from their event that is scattered over the outside area.
- If it is necessary for the City of Aiken to provide staff to take care of any clean up that is the responsibility of the lessee, then a charge of \$30 per staff member utilized, per hour, will be assessed and charged to the lessee.

Air conditioning and Heating

- The air conditioning and heating unit settings are determined by the City and will not be adjusted during the rental. If the settings are changed during the rental then all or part of the Clean Up/Damage Fee may be kept.

Equipment

- All equipment owned by the City will be setup by City staff prior to the reservation and will be taken down by City staff after the reservation.
- Conference Center Tables & Chairs May Not Be Used Outside.
- Tables and chairs that do not belong to the Conference Center may not be brought inside without permission from the City. Doing so may result in the forfeiture of part or the entire Clean Up/Damage Fee.

Parking

- Parking areas are located on Newberry Street, Laurens Street and Park Avenue. Parking is on a first come, first serve basis and availability of parking spaces cannot be guaranteed. Under no conditions will conference attendees be allowed to park on Bee Lane or in The Alley.
- Entry for the disabled is through the 214 Park Avenue, SW entrance to the Municipal Building or off Bee Lane. A ramp is located in the Conference Center for access to the lower floor. The ramp or doorway cannot be blocked or obstructed at any time because of emergency evacuation procedures.
- Aiken Public Safety will enforce all parking.

Posting of Literature

- No posters or any other literature may be posted on any doors, posts, walls or windows of the facilities.
- No posters or any other literature may be posted on trees, telephone poles, light poles, vehicles, or on any building or facility.
- “Realtor type” signs may be embedded in the ground, with prior approval of where each sign will be placed; and must be removed before leaving at the end of the rental.
- Literature may be handed out in the rented area only. Signs may not be placed on the outside of the building.
- Special requests regarding posting of literature may be submitted to the City for approval.

Security

- **An estimated attendance is requested at the time of reservation.**
- The renter may be required to provide for public safety protection as determined by the City for the renter’s event.
- This requirement will be at the renter’s cost and the renter must contact the City of Aiken Department of Public Safety to arrange for off-duty officers for this purpose, at least thirty (30) days prior to the event.
- A request for public safety officers may be completed at the City’s website by going to www.cityofaikensc.gov. Select Residents at the top, then find the Safety category. Select Forms/Applications and choose the document titled “**Extra Duty Employment Contract (Advance Payment)**.” Download, complete and follow the instructions.
- The renter will provide the PRT Department with documentation from the City of Aiken Department of Public Safety that provides the name(s) of the public safety officer(s) that have been contracted no later than thirty (30) days prior to the event.
- If the renter fails or refuses to furnish the required public safety protection, the City may require the same to be furnished and charge the cost to the renter or cancel the rental. If cancelation occurs within thirty (30) days of your event, it will result in the loss of the fees paid.
- Cameras are placed throughout the Municipal Building and Conference Center for security purposes.

Birdseed/Bubbles/Confetti

- Birdseed is the only substance allowed to be thrown and may only be thrown outside of the building on dirt and/or grass. Birdseed is prohibited on the sidewalks.
- Bubbles are only allowed outside.
- If confetti is used, Lessee must sweep up the confetti.

Smoking/Tobacco

- **No person shall use tobacco products in the Conference Center or the Municipal Building.** Examples include cigarettes, e-cigarettes, cigars, chewing tobacco, snuff, pipes, and any other product or item containing or reasonably resembling tobacco or tobacco products. Disregarding will result in the forfeiture of the Clean Up/Damage fee.

Noise Ordinance (any amplified sound)

- Rentals must be in compliance with the City of Aiken's Noise Ordinance in order to ensure that the sound will not unreasonably disturb persons not participating in the event. Complaints about or disturbing noise may result in immediate revocation of the permit. The Noise Ordinance must be complied with.
- The entire ordinance may be found at www.cityofaikensc.gov. Select Residents at the top and scroll to Permits/Codes. On the left window scroll down and click on Chapter 22 OFFENSES AND MISCELLANEOUS PROVISIONS. Then click on Article 22. Noise.
- Other activities may take place at the same time within the Municipal Building. Staff will use best judgment to determine if your event and/or another event are exceeding appropriate volume levels to comfortably accommodate all guests within the facility. Failure to comply with staff requests may result in immediate revocation of the permit.
- No personal sound equipment or devices will be allowed to plug into the City's sound system.

Fire Suppression System

- When a sprinkler is activated, large amounts of water will pour out. The water cannot be stopped until the system is shut off (after the Department of Public Safety determines that it is safe to do so). The amount of water dispensed by an activated sprinkler head is significant. Pooling of water will extend to nearby rooms.
- Only sprinkler heads directly activated by heat, fire or damage will dispense water. That is, the activation of one head near a fire will not cause other heads to dispense water if they are not also in the area of a fire. Do not remove or tamper with the sprinkler head, cage, or any part of the system.
- **DO NOT TOUCH OR HANG ANYTHING** from a sprinkler head or from any other part of the fire suppression equipment, including the pipes, because this could accidentally activate the system.
- The renter is responsible for any damage occurring to the facility, grounds or equipment. The Clean up/Damage fee may be used to satisfy such damages.

Prohibited Items

- The use of offensive and inappropriate language.
- Illegal activity is strictly prohibited.
- Possession or use of illegal drugs, firearms, knives or any other weapon is strictly prohibited.
- The use of candles and/or flammable materials, such as straw, hay, etc.
- Inline skates, skateboards, scooters, roller shoes or any other wheel equipment.
****EXCEPTIONS: WHEELCHAIRS – MOBILITY SCOOTERS – STROLLERS - HAND TRUCKS**
(Hand trucks may be brought into the facility only for the purpose of unloading and loading event equipment.)
- Concerning the use of a grill at the Municipal Center, 2018 International Fire Code, Chapter 3, General Requirements, Section 308, Open Flames, 308.3 Group A occupancies, "Open flame devices **shall not** be used in a Group A occupancy.

Animals

- Under the Americans with Disabilities Act (ADA) patrons with disabilities are allowed to bring their service animal in all areas of the facility that customers are normally allowed to go.

- If animals are part of a special event or program, permission may be granted by the City for them to be in the facility under special conditions.

City Staff

- There will be City of Aiken staff on duty during your event. The City of Aiken reserves the right to open access at all times to all space occupied by the Lessee.
- City Staff are not allowed to rearrange event setups, serve at events, clean up for you after events, etc.

Damage to Premises

- The lessee will not cause or permit any nails, spikes, anchoring devices, lighting fixtures, or communication devices to be driven into or affixed in any manner to the interior or exterior portion of the building without the consent of the Supervisors.
- The lessee shall not paint, stain, color, or alter any portion of the premises or equipment within and shall not permit anything to be done which might cause damage or change the finish or appearance of the premises including furniture, equipment, and furnishings, be it an act of the lessee, his employees, agents, or guests.
- Any type of damage will result in the loss of some or all of the Clean Up/Damage fee.
- The City shall determine whether any such damage has occurred, the amount of the damage, the cost of repairing or replacing such damage, and whether the damage is of a nature that the lessee shall be held responsible. The decision of the City shall be final.

Vendors

- Any vendors providing services for a function at the Conference Center must possess a current City of Aiken business license.
- It is the **responsibility of the renter** to provide all vendors with this information and that they must have a current City of Aiken business license. Questions concerning the cost or type of license must be directed to the City of Aiken Business License Administrator at 803-642-7642. Any contact must be done directly by the vendor and not the renter.
- Renters must provide the names, addresses, phone numbers and e-mail addresses (if available), of **ALL** vendors, so verification may be made that a current City of Aiken business license is on file, NO LATER THAN 14 days prior to the scheduled rental date.
- Vendors include but are not limited to the following:
 - Inflatables
 - Food (including wedding cakes) Vendors and Caterers
 - Music Vendors (bands, DJs, instrumental, etc.)
 - Photographers and Videographers
 - Event Planners
 - Florists
 - Chair, Table, Tent, etc. Vendors
 - Any other vendors as identified by the City of Aiken Business License Administrator.

The City of Aiken may require the lessee to obtain specific types and amounts of insurance coverage, including liability insurance (i.e. for inflatable companies) or security bonds as a condition of use of City facilities. The City of Aiken may also require the lessee to provide proof of such coverage in a format determined by the city. Coverage may include, but is not limited to, listing the City of Aiken as additionally insured by the renter's insurance agency.

- Failure to provide required information by the deadline may result in the rental being cancelled.
- It is the renter's responsibility to provide required information at least 14 days prior to the event. Failure to do so may result in the rental being cancelled.

Renter's Responsibility

- The renter assumes full responsibility for the facility rented, caterer, band, etc., and the responsibilities that apply.

- The renter is responsible for any damage occurring to the facility, grounds or equipment. The Clean Up/Damage fee may be used to satisfy such damages.
- Additional charges will be assessed, when needed, to satisfy repair costs exceeding the Clean Up/Damage fee amount.
- It is the responsibility of the renter to notify all vendors that they must have a current City of Aiken business license and to provide them with a copy of the Rules & Regulations.

Yard Sales (i.e. Garage Sale; Rummage Sale)

- It is unlawful to conduct a yard sale without first obtaining a permit for such sale. Contact the City of Aiken Business License Administrator at 803-642-7642 to purchase a permit. Permit shall be posted on-site during the sale.
- A yard sale shall be limited to the hours between 8:00 a.m. and 8:00 p.m. No yard sale shall be conducted on Sunday.
- Yard Sale set-up may only take place within the boundaries of the rented area.
- Employees of the City shall have the right to monitor any rental showing evidence of a yard sale and may end the rental from such a sale where any provision of this article is being violated.

Subleasing of Space

- The lessee shall not assign or sublease the space covered by this contract without written consent of the City of Aiken.

ADA Statement

- The contractor/lessee warrants that it is in compliance with the Americans with Disabilities Act (P.L. 101-336) and that it will, in carrying out the requirements of this contract/lease; comply in all respects with the provisions of the Act and its implementing regulations.
- Entry for the disabled is through the 214 Park Avenue, SW entrance to the Municipal Building or off Bee Lane. A ramp is located in the Conference Center for access to the lower floor. The ramp or doorway cannot be blocked or obstructed at any time because of emergency evacuation procedures.

Special Notices

- The City will not provide storage for personal equipment or supplies before, during, or after the event.
- The decision as to whether a proposed use or activity is appropriate to be conducted within any part of City facilities shall rest with the sole discretion of the City of Aiken.
- The rental of the Conference Center **DOES NOT** include the **EXCLUSIVE** use of the hallways, bathrooms, parking lot, etc. Other activities may be taking place within the Municipal Building at the same time of the renter's event.
- The City of Aiken is not held responsible for any injuries received on the premises.
- By signing the facility permit, the lessee hereby indemnifies and holds harmless, jointly and severally, the City of Aiken, its officers, employees, agents, volunteers and staff members from any losses, claims, damages, settlements, judgments, and liabilities, including without limitation all costs, expenses, and judgments relative thereto, (including court costs and attorney's fees), that may be asserted against or suffered by the City of Aiken as a result of or in connection with the use of City facilities by the lessee and the lessee's guests.
- **In case of emergency, please call the Aiken Department of Public Safety (803) 642-7620 or 911.**